Members Present:

Sen. Sheldon L. Killpack, Senate Chair	Mr. Ric Cantrell
Rep. David Clark, House Chair	Mr. Mike Christensen
Sen. Curtis S. Bramble	Mr. John M. Schaff
Sen. Patricia W. Jones	
Rep. Brad L. Dee	**Staff Present:**
Rep. Carol Spackman Moss	Mr. Mark J Allred, IT Manager
Mr. Jonathan Ball	Mr. Chris Parker, Associate General Counsel
Mr. Chris Bleak	Ms. Chelsea Barrett, Legislative Secretary

Note: A list of others present, a copy of related materials, and an audio recording of the meeting can be found at www.le.utah.gov.

1. **Committee Business**

Chair Clark called the meeting to order 8:07 a.m.

MOTION: Sen. Jones moved to approve the minutes from the September 18, 2007 and September 19, 2007 meetings. The motion passed unanimously with Sen. Bramble absent for the vote.

2. **Business Continuity and Disaster Recovery**

Mr. Allred introduced and distributed "Business Continuity." He outlined potential Information Technology (IT) issues during emergency scenarios. He noted that equipment, location and people are all factors needed for emergency relief.

Mr. Allred presented four emergency scenarios that IT Staff needs to be prepared for. Scenario one included a power outage or equipment failure. He suggested having duplicate servers for emergency needs in these types of minor situations. Scenario two involved server room outages or server room crashes where another server room is needed to make up the difference. Scenario three included having the Capitol Hill Complex unusable, requiring proper technology to be available in other locations. Scenario four included major disasters where an alternate location is required.

Mr. Allred, asked for Legislator input on needs for these situations. He included an example of IT Legislative resolutions in the state of Louisiana during Hurricane Katrina.

Mr. Ball noted that appropriations maybe required during a case of wide-spread disaster. The Committee discussed equipment storage and protection in relief situations. Additionally, the Committee addressed the possibility of using the internet as a source of information in disaster situations. Chair Clark noted the possibility of a emergency binder with a simple plan for back up or a calling tree.

Mr. Ball noted that currently each staff office does have a plan for emergency situations. However, there is not an overall emergency plan for the Legislature. He suggested duplicating copies of everything that is important and buying server space in a different location.

Chair Clark noted that the Governor has an emergency action plan. Chair Killpack asked to have Committee staff look into duplicating data in an alternate location as Mr. Ball suggested. Mr. Parker advised the Committee that the Governor is required to declare an emergency temporary location for the

seat of government if a disaster occurs effecting Salt Lake City, which would allow the Legislature to convene outside of Salt Lake City.

3. Utah Code on the Internet

Mr. Allred explained that links to sections of the Utah Code on the internet change as sections in the chapters are deleted or added. This creates a problem for agencies that link to the Code from their websites. He said that the problem will be fixed before the update following the next general session.

4. What will Information Technology in the Capitol Look Like?

Mr. Allred addressed the Committee concerning various technical aspects of the renovated Capitol building. He noted that the phone system will be the same and the committee rooms will not be significantly different than those in the west building of the Capitol complex. He explained that other than in the chambers, broadcasting will include sound with no visual. However, the Capitol Preservation Board has installed a place for video cameras in most committee rooms. The committee rooms will have port security for restricting access to the network and a wireless system has been installed for internet and cellular phone usage.

Mr. Bleak noted that all printers need to be well organized and easily labeled for convenient access. Mr. Ball noted that Mr. Dave Hart, Capitol Preservation Board, has planned to have semi-private meeting areas with printing capabilities. Mr. Allred noted that better control over audio visual resources will be provided in the new building by routing all the video and audio though a control room. He explained to the Committee that there will likely be challenges moving into the new building for the first general session because of the many new variables.

5. Staff Sharing

Mr. Allred explained the current movement to familiarize IT staff with various offices to allow for more effective coverage. Mr. Allred noted that training staff for better familiarity with the different offices will cause some short term disfunction as they learn, but will allow for long term success. Chair Killpack noted the need for many individuals to be comfortable with a given IT issue.

Mr. Ball expressed interest in sharing IT support for the Office of Legislative Fiscal Analyst with the Office of Legislative Research and General Counsel. He asked the Committee what insights they had about cooperating as staff offices to provide personnel coverage. Mr. Christensen noted that he would look into this idea.

6. Other Items / Adjourn

MOTION: Rep Dee moved to adjourn. The motion passed unanimously with Sen. Bramble absent for the vote.

Chair Clark adjourned the meeting at 9:17 a.m.